



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

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**SEPTEMBER 20, 2017
NOTICE OF JOB VACANCY
ANNOUNCEMENT #17-250**

An opportunity currently exists in the classified service within the Election Law Enforcement Commission, for current permanent State employees who meet the requirements specified below:

TITLE: Senior Stock Clerk

SALARY: \$31,780.78 to \$44,286.37

ANTICIPATED START DATE: October 2017

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director of Finance & Administration, assumes the responsibility of ordering, receiving, unloading, unpacking, sorting, issuing, shipping, delivering and recording equipment, materials, and supplies of varied types; assists with records retention; sorting and distributing mail; does other related duties.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in work involving receiving, storing, and recording parts, materials, and supplies of varied types in an organized storeroom.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If you are qualified and interested in this position, please submit cover letter and resume via email only indicating job vacancy "Senior Stock Clerk" to Employment@elec.nj.gov by 5:00 pm on the closing date of October 10, 2017. Incomplete packages will not be considered.

RESIDENCY LAW: Pursuant to N.J.S.A. 52-14-7 (L 2011, Chapter 70), also known as the "New Jersey First Act", which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.